

CHAPTER 2: PROCEDURES AND INFORMATION

VACMAN Daily Checklist

Perform the steps needed in the order shown to use VACMAN the most efficiently:

1.	Click on the "VACMAN for Windows" icon to start VACMAN.
2.	Add/update any of the following Projectwide information, which includes information about: depots funding sources Project security subdivision(s) user-defined fields vaccines (information about specific vaccines or manufacturers) VFC enrollment options
3.	Perform any of the following system procedures: export databases import databases re-calculate inventory re-index databases
4.	Add/update information for the following: VFC-enrollment physician provider
5.	Place orders for: bulk vaccine through CDC provider Varicella through CDC
6.	Add/update receiving information for bulk orders: ordered through CDC not ordered through CDC
7.	Add/update distribution of vaccines to provider information.
8.	Add/update provider inventory information.
9.	Add/update doses administered information.
10.	Produce: forms

PROCEDURES AND INFORMATION

	invoices labels reports
11.	<p>Transmit to CDC.</p> <p>Information sent to CDC during the transmission includes:</p> <ul style="list-style-type: none">new bulk vaccine ordersprovider Varicella ordersbulk order receiptsupdated or new Project and depot informationupdated or new provider information <p>After all information is sent, information from CDC is received by your VACMAN computer.</p> <p> <i>You can connect to CDC and transmit data at any time, except between 5:55 AM and 6:10 AM, and between 6:55 AM and 7:10 AM Eastern Standard Time.</i></p>
12.	Back up and pack your data bases.
13.	Exit VACMAN.

Navigating Through a VACMAN Screen

Navigate through a screen using one of the following:

- mouse - make selections in any order you want
- TAB key - move the cursor in the order the selections/fields are displayed and keep your hands on the keyboard
- ALT key plus underlined letter of a Main Menu or button name - display the options or perform the function for that Main Menu or button

PROCEDURES AND INFORMATION

Online Help

The VACMAN Online Help is a Window-based system designed to give:

- general description of a screen
- specific description of a field
- specific instructions to use a screen

If there is more information than can be displayed on a screen at one time, a scroll bar is shown to move through the screen.

To close the help screen and return to the VACMAN screen, press the ESC key or click on the Window Control Menu box in the upper left and select Close.

To display a help topic, use any of the following tabs on the Help Topics screen:

- Contents - lists categories under which topics are grouped
- Index - lists significant term/topic name entries
- Find - lists every word in the Online Help

Backing Up Data

If you use VACMAN on a:

- single computer, you should back up after each session when you add or update records
- network, you should verify that the VACMAN network drive is backed up each night

 **WE CANNOT STRESS ENOUGH HOW IMPORTANT IT IS TO BACK UP YOUR DATA ON A REGULAR AND CONSISTENT BASIS. EVEN IF YOU ARE ON A NETWORK, YOU SHOULD MAKE YOUR OWN BACKUPS ONCE A WEEK.**

One point to remember is that whether you back up the files yourself or the files are backed up on the network, any database file that is corrupted is still backed up. For this reason we recommend that you maintain five backup sets using the following formula:

Monday	Backup set 1
Tuesday	Backup set 2
Wednesday	Backup set 3
Thursday	Backup set 4
Friday	Backup set 5
Monday	Re-use backup set 1

Back up your data using the Back Up and Pack Databases screen. You can access this screen from either the Utilities or Exit Main Menu.

We also recommend that you maintain a second backup set from the end of each week using the following formula:

Friday of Week 1	Weekly Backup set 1
Friday of Week 2	Weekly Backup set 2
Friday of Week 3	Weekly Backup set 3
Friday of Week 4	Weekly Backup set 4
Friday of Week 5	Re-use weekly Backup set 1

Taking a few minutes each day to back up can prevent wasting many hours re-entering data later.

 **CDC DOES NOT MAINTAIN COPIES OF YOUR DATA. ANY DATA LOST OR DESTROYED SINCE THE LAST BACKUP IS GONE AND WILL HAVE TO BE RE-ENTERED.**

PROCEDURES AND INFORMATION

Transmission Procedures

We recommend that each Project transmit to CDC at least once every 7 to 10 days. Even if you do not have any orders or receipt information to send, there may be status or program updates that will be downloaded.



You cannot connect during transmission to CDC between 5:55 AM and 6:10 AM, and between 6:55 AM and 7:10 AM Eastern Standard Time. This is the time when files are moved and verification procedures are performed.